

## ECONOMIC DEVELOPMENT ANALYST

### Class Definition

Under general direction, performs varied administrative, staff, and analytical assignments in support of the City's economic development activities.

### Distinguishing Characteristics

Economic Development Analyst is a class in the Department of Housing, Economic and Community Development in which incumbents coordinate the various aspects of the City's economic development activities. Incumbents exercise a considerable amount of independent judgement in the use of City organizational resources as well as federal, state, and local funding agencies for the purposes of administering economic development activities throughout the community. Incumbents may also perform administrative and analytical assignments. This is an unclassified position in which incumbents serve at the will of the Department Head.

### Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Performs varied administrative, staff, and analytical assignments in support of City economic development activities.

Performs research and prepares a variety of comprehensive reports, proposals, and studies regarding economic development.

Coordinates, facilitates and provides staff support for meetings of citizen and business groups as may be required.

Collects, compiles, and analyzes data for projects and problems related to the development and operation of the City's multi-faceted economic development efforts.

Conducts surveys and collects information relevant to the City's economic development efforts; analyzes findings and prepares or presents reports on practical solutions or recommendations.

Handles community relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's economic development efforts.

Coordinates the preparation, production and distribution of newsletters and information related to Fresno's various community incentive zones.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the principles and practices of public administration.

Knowledge of municipal organization and operation, especially as it relates to economic development programs.

Ability to coordinate a task force designed to respond to the economic development needs of the community.

Ability to interpret and apply complex regulations, legislation, and guidelines.

Ability to exercise initiative, ingenuity, and sound judgement in solving difficult and complex administrative and technical problems.

Ability to establish and maintain effective working relationships with City elected officials, commission members, department heads, representatives of community agencies and organizations, citizen and business groups, City staff, public officials, and the general public.

Ability to express ideas and recommendations effectively in oral and written form.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's Degree; and two years of increasingly responsible professional experience in economic development, commercial development, municipal or business administration, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirements*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_